



**TOWN OF CONCORD**  
**NATURAL RESOURCES COMMISSION**  
141 KEYES ROAD, CONCORD, MA 01742  
TEL. (978) 318-3285 FAX (978) 318-3291

**Request for Determination of Applicability  
Submission Checklist**

A complete package (1 original and 7 collated hard copies) must be submitted by close of business at least 2 weeks in advance of a scheduled meeting. **Fax copies and e-mails are not acceptable.**

- ☐ **Eight** copies of completed, signed **Application Form** (WPA Form 1)
- ☐ **Eight** copies of **locus map**: 8½ x 11 copy of USGS map showing project location (or other map that locates the site).
- ☐ **DO NOT** submit applications with acetate covers or plastic plan pockets. Other than GBC binders, plastic materials included in the application will not be accepted. Please also be sure to double-side all text materials.

**Project Plans\*\*** (showing proposed structures or modifications to existing structures, paving, drainage, or water control structures, and erosion control). Be sure to include resource delineation, riverfront and/or buffer zones, and existing and proposed contours. Also include any necessary explanatory information. (Please see Minimum Plan Requirements Policy)

- ☐ Two full size copies, including graphic scale (not more than 1"=50') and title block
- ☐ Six half-size (11x17) copies of main project area, including graphic scale

\*\* Usually prepared by a professional such as a registered engineer, landscape architect, or wetland scientist

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**DEP Mailings**

- ☐ Send one complete copy of the Request for Determination of Applicability, including copies of the locus map, and project plans to:

DEP-NERO, Wetlands Division  
205B Lowell Street  
Wilmington, MA 01887